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ANNUAL DCA REPORT · 1974

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TABLES

I. Construction Contracts - 1974 (Ch. 667 - Elderly Housing Projects) 2 & 3

II. 707 Rental Commitments, 1974 6

III. Community Residences 11

IV. State-aided Urban Renewal Projects in Planning 12

V. Federally-aided Urban Renewal Projects 13- 16

VI. Technical Assistance (1974) 23

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Introduction

This document is the Annual Report of the Department of Community Affairs, Commonwealth of Massachusetts, for the calendar year 1974.

The Department of Community Affairs is responsible for state programs in the areas of housing, local affairs and social and economic opportunity.

The three principal divisions of the Department are:

- Community Development (housing and urban renewal).
- Community Services (local affairs);and,
- Social and Economic Opportunity.

I. DIVISION OF COMMUNITY DEVELOPMENT

The Division of Community Development is responsible for administering the programs of the Department in the areas of state-aided low rent housing (for elderly, veterans, large families and the handicapped), urban renewal, relocation assistance and housing appeals.

A. Bureau of Housing Development:

Functions of the Bureau: The Bureau of Housing Development provides assistance to local housing authorities in the development of state-aided housing. The Bureau reviews all matters related to project development, including new construction, acquisition, rehabilitation, site review, appraisal review, purchase of property, and architectural review. The Bureau also allocates available funding resources to projects in communities throughout the State.

The major programs administered by the Bureau are:
- Chapter 667 - Elderly and Handicapped
- Chapter 689 - Handicapped
- Chapter 705 - Scattered-site family

Activities During 1974: Chapter 667, the Commonwealth's low-income elderly housing program, provides funding for construction of new units or acquisition or rehabilitation of existing ones. Until recently, housing built under this program was available only to low-income people 65 years or older. Chapter 812 of the Acts of 1970, however, now requires that at least five percent of the units in elderly housing projects be designed to meet the needs of frail elderly and handicapped persons of all ages and offered to them on a priority basis.

Chapter 667 of the Acts of 1954 provides for the guarantee by the Commonwealth of the bonds and notes issued to finance housing projects for elderly persons of low income. During 1974, an additional $50 million of bonding authorization was approved for this program under Chapter 840, increasing the total amount of notes and bonds guaranteed by the Commonwealth from $510,000,000 to $560,000,000. In addition, Chapter 1215 of the Acts of 1974, increased the amount of annual contribution contracted for by the Commonwealth from six percent to eight percent of the cost of the project. Each contribution is used solely for the payment of the principal of and interest on, the notes and bonds issued to finance state-aided housing projects.

In an attempt to improve the quality of the design of 667 housing, the Department of Community Affairs initiated a system of architectural competitions, the first of which was held in May, 1974 for an eighty unit project in Winthrop. Fifty-five entries and suprisingly low bids contributed to the initial competition's success. A second competition wasscheduled for early 1975 for a project to be built in Dracut.

TABLE I

CONSTRUCTION CONTRACTS - 1974
Chapter 667 - Elderly Housing Projects

PROJECT	UNITS	CONSTRUCTION CONTRACT	UNIT COST	TOTAL DEVEL. COST	UNIT T.D.C.	DATE OF CONTRACT	HANDICAPPE
CANTON-2	72	$1,487,000.	$20,653.	$1,714,233.	$23,809.	1/15	10
SHREWSBURY-1	100	1,887,739.	18,877.	2,300,000.	23,000.	3/14	5
ATTLEBORO-4	75	1,538,799.	20,517.	1,853,360.	24,711.	3/19	6
W.SPRINGFIELD-4	100	1,858,686.	18,587.	2,166,780.	21,668	4/3	6
GLOUCESTER-4	99	2,216,712	22,391	2,500,000.	25,253.	4/4	4
DUXBURY-1	52	1,096,700.	21,090.	1,317,315.	25,322	4/17	4
MARBLEHEAD-4	48	996,300.	20,756.	1,152,300.	24,006.	4/26	4
LUDLOW-2	48	1,007,890.	20,998.	1,188,732.	24,765.	6/13	4
GRANBY-1	56	1,086,952.	19,409.	1,285,297.	22,952.	6/26	4
SEEKONK-1	72	1,466,264.	20,364.	1,738,787.	24,149.	6/27	4
SCITUATE-3	78	1,723,000.	22,090.	1,983,372.	25,428.	7/11	10
NORFOLK-1	64	1,397,889.	21,700.	1,658,021.	25,906.	7/11	4
HUDSON-2	82	1,858,824.	22,669.	2,172,029.	26,488.	7/17	8
MANCHESTER-2	48	1,052,000.	21,916.	1,231,109.	25,648.	7/15	4
SO. HADLEY-3	48	1,032,000.	21,500.	1,181,487.	24,614.	7/31	4
FRANKLIN-3	56	1,294,992.	23,125.	1,518,607.	27,118.	7/31	4
DENNIS-1	48	1,117,752.	21,495.	1,328,792.	25,554.	8/15	3
LYNN-4	116	2,626,400.	22,642.	3,165,000.	27,284.	9/10	8
ANDOVER-4	96	2,068,258.	21,544	2,457,516.	25,599.	9/12	7
LITTLETON-1	48	1,203,847.	25,080.	1,437,170.	29,941	9/13	4
EASTON-2	80	1,782,558.	22,282.	2,087,370.	26,092.	10/2	8
BARRE-1	52	1,157,348.	22,257.	1,384,505.	26,626.	10/3	4
LEICESTER-3	44	887,485.	20,170.	1,054,038.	23,955.	10/8	4
BELLINGHAM-2	56	1,183,000.	21,125.	1,416,021.	25,286.	10/9	4
N. BEDFORD-2	202	4,932,119.	24,416.	5,630,027.	27,871	10/10	25

TABLE I (continued)

UXBRIDGE-2	56	1,165,963.	20,820.	1,331,513.	23,777.	10/24	7
MANSFIELD-2	60	1,217,500.	21,958.	1,509,979.	25,116.	10/24	3
ARLINGTON-4	144	2,939,009.	20,410.	3,437,611.	23,872.	11/22	7
MILLIS-2	41	844,000.	20,585.	971,849.	23,703.	12/18	3
TEWKSBURY-3	60	1,354,907.	22,582.	1,552,439.	25,874.	12/23	4
30 projects	2201	$47,581,893.	21,618.	55,725,259.	25,318.		176

B. Bureau of Construction:

Functions of the Bureau: All state-aided public housing construction is monitored and supervised by the Bureau of Construction. The Bureau assumes responsibility for a project from the time a construction contract is signed by the Department until the Bureau staff certifies the completion of construction.

After having supervised the construction signing procedures, the Bureau of Construction staff works with the contractor to review all plans and specifications to insure conformance with applicable local and state building codes as well as the Department's construction standards. During the course of construction, the staff makes an average of fifty site inspections to further monitor conformance with the approved plans and specifications.

All construction documents (including change orders, drawings, and modifications) must be reviewed for Bureau approval. When the Bureau staff certifies completion of construction, responsibility for the project is transferred to the Bureau of Housing Management.

Activities During 1974: During the past year, a concerted effort has been made to keep construction costs under tighter control. New standards for allowable cost over-runs have been set and bureau staff have become more stringent in their review of change orders.

C. Bureau of Housing Management:

Functions of the Bureau: The Bureau of Housing Management is the Department of Community Affairs' liaison with the local housing authorities (LHA's) in matters concerning the management of the state-assisted low-income family, elderly and handicapped housing projects. In this capacity, the bureau issues the rules and regulations which govern the maintenance and operation of the housing programs and assists the LHA's in administrative and fiscal affairs.

Bureau regulations have been set forth in the areas of eligibility, lease provisions, rent determination, tenant participation and grievance procedures. As new regulations and programs are developed, Bureau staff disseminate introductory information to LHA's and provide them with the training and technical assistance needed for implementation.

Activities During 1974: During 1974, training sessions for local housing authority personnel were offered in Budgets and Statements, Negotiation Techniques, Handicapped Person Housing Adjustments, and Community Residences and Handicapped Person Units.

During 1974 the Bureau also submitted legislation to increase modernization funding to $10 million.(1) The legislature amended the request and approved a $5 million modernization budget. As of December 31, 1974, 49 local housing authorities had participated in the Modernization Program. Since the inception of the program in 1971, more than $11 million has been expended by housing authorities for major renovation of public housing projects.

The Bureau provides financial assistance to local housing authorities in accordance with Chapter 121B. The yearly operating budgets of the LHA's are reviewed for Bureau of Housing Management approval. Bureau staff perform audits, field inspections, and periodic reviews of LHA administrative procedures. Allocation of Rental Assistance (Chapter 707) resources is also a Bureau of Housing Management responsibility. The Bureau's 1974 efforts to increase the rental assistance budget were successful, as the legislature approved an $11.68 million appropriation for fiscal year 1975.

Bureau of Housing Management staff maintain ongoing communications with government agencies and private organizations which have an interest in housing problems and/or tenant relations.

Special projects which were undertaken during 1974 included formulating energy policies for LHA's to promote energy conservation, developing a direct leasing program, and performing several statistical surveys.

The Accounting and Finance section of the Bureau is responsible for monitoring the financial actions of local housing authorities. Specifically, this section supervises the financing of housing development through the sale of notes and bonds and authorizes the payment of debt service subsidies and operating subsidies to LHA's. In addition, the Bureau's staff performs field inspections and periodic reviews of LHA administrative procedures to insure compliance with governing rules and regulations.

D. Rental Assistance Program (Chapter 707):

Program Description: The availability of housing opportunities in private dwellings for low-income families and elderly households has been increased through the use of rent subsidies

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[1] Chapter 694 of the Acts of 1970 as amended - the Modernization and Renovation Loan Act enables LHA's to renovate and improve existing state-aided housing units

TABLE II

707 RENTAL COMMITMENTS, 1974

LHA	NO. OF UNITS	LHA	NO. OF UNITS
Acton	3	Fairhaven	1
Adams	8	Fall River	54
Amesbury	4	Falmouth	74
Amherst	62	Foxboro	5
Athol	8	Framingham	6
Arlington	75	Franklin County	15
Barnstable	55	Gloucester	24
Bellingham	3	Grafton	1
Boston	143	Great Barrington	6
Bourne	9	Greenfield	26
Bridgewater	2	Haverhill	88
Brookline	121	Holden	5
Brockton	52	Hudson	18
Burlington	13	Ipswich	64
Cambridge	108	Kingston	8
Canton	13	Lawrence	29
Chatham	4	Lexington	8
Chelmsford	2	Lowell	115
Chelsea	52	Lynn	23
Concord	29	Malden	76
Danvers	1	Mansfield	3
Dedham	5	Marlboro	15
Dennis	51	Marshfield	13
Dracut	11	Medford	22
Duxbury	1	Medway	19
Essex	1	Melrose	3

TABLE II (continued)

LHA	NO. OF UNITS
Merrimac	3
Maynard	7
Methuen	7
Milford	145
Millis	1
Newton	13
Nantucket	8
New Bedford	17
Newburyport	30
Natick	9
Norfolk	1
North Adams	37
Northampton	2
Norwood	18
Orange	36
Peabody	26
Pembroke	5
Plymouth	20
Orleans	11
Pittsfield	5
Quincy	105
Randolph	2
Revere	100
Springfield	20
Salem	29
Scituate	17
Sharon	1
Shelbourne Falls	3
Somerville	216
Southbridge	37
Southwick	2
Spencer	2
Stoughton	11
Swampscott	1
Waltham	76
Wakefield	10
Wareham	46
Wayland	2
Wellesley	8
Westfield	115
W.Springfield	19
Weymouth	107
Winchendon	7
Winthrop	18
Worcester	100
Yarmouth	89

Total units:	3,107
Direct lease:	221
GRAND TOTAL:	3,328

TABLE II (continued)

MHFA PROJECTS - Units included in totals on previous page

LHA	NO. OF UNITS
Amherst	16
Boston	39
Braintree	129
Brookline	55
Cambridge	14
Concord	15
Haverhill	41
Lawrence	14
Lowell	81
Methuen	6
Orange	29
Rockland	17
Westfield	63
Worcester	103
TOTAL MHFA UNITS	622

since Chapter 707 of the General Laws was signed in 1966. Families who are eligible for public housing are also eligible for the Rental Assistance Program. Through this program the local housing authority provides a rent subsidy equal to the difference between the market rent of the dwelling and the occupant's ability to pay. Commitments may be made under this program either by providing assistance to tenants in existing standard units or by guaranteeing occupancy of low-income households after completion of units that are either being constructed or rehabilitated by Massachusetts Housing Finance Agency or the owner of the structure.

Activities During 1974: During 1974, 130 municipalities participated in the Rental Assistance Program. 105 of these communities had housing authorities to administer the program the 25 other communities, DCA contracted with non-profit organizations to carryout the housing authority's duties. In total, 3,328 units were under lease during 1974 under the Rental Assistance Program.

The Rental Assistance Program's budget grew from $4,000,000 in Fiscal Year 1974 to $11,680,000 in Fiscal Year 1975. $5.8 million went toward subsidies in existing standard units, $3.7 million supported MHFA units, and $2.1 million were used for rehabilitation.

The Rental Assistance Program is also playing a role in the creation of Neighborhood Improvement Program, which was begun in June, 1974. Through NIP, Chapter 705 and 707 funds have been committed to supplement federal and private funds to assist neighborhood stabilization programs, designed to arrest and reverse the decline of selected urban neighborhoods.

E. Family Housing (Chapter 705):

Program Description: Chapter 705, the Commonwealth's low-income family scattered site housing program, provides housing opportunities through new construction, rehabilitation of previously substandard units, and acquisition of existing standard housing units. The 705 Program offers a variety of options, ranging from acquisition of a single unit to the construction of up to one hundred units. This flexibility allows the program to be adapted to an individual community's housing needs.

The growing realization that large developments of high-rise housing are not a viable solution to the Commonwealth's low- and moderate-income housing needs led to the recognition that the scattered site program should be a priority of the State housing effort.

Activities During 1974: During 1974, the 705 program expanded four-fold. Whereas former 705 funds had been primarily channeled toward new construction, 1974 saw an increase in 705 acquisition and rehabilitation efforts.

705 funds were also utilized in neighborhood rehabilitation efforts, as they were combined with Chapter 707 funds to assist the residential aspects of the Neighborhood Improvement Program.

F. Handicapped Housing (Chapters 667 and 689):

Program Description: Administration of the planning, financing, and regulation of housing for the handicapped has been a function of the DCA housing program since 1970. In the past, handicapped housing has been a component of the elderly housing program: Chapter 667 requires that not less than five percent of the units in elderly housing developments be assigned to handicapped persons or families with handicapped members on a priority basis regardless of age and that these units be architecturally adapted; it also allows for the construction of special developments for people with some type of disability.

Activities During 1974: The handicapped program was further expanded with the signing of Chapter 689 on August 2, 1974. The act establishes a Bureau for Handicapped Housing within DCA. The Bureau was given bonding authorization for $10 million or the actual cost of providing 500 units (whichever is lower). The housing may be provided through new construction, purchase or renovation, and may be in the form of housing projects, parts of projects, cooperative apartments, community residences, other forms of congregate housing, or housing in separate dwelling units for persons or families in which one or more people are handicapped. Handicapped units funded out of Chapter 667 are not affected by this legislation.

Funding for the 689 program did not begin during 1974 because wording ambiguities in the legislation prevented the release of these funds. Special handicapped housing which was established in 1974 was therefore funded through Chapter 667. Funding for two of the three staff positions was provided from a federal grant awarded by the Massachusetts Developmental Disabilities Council.

The handicapped housing staff coordinates DCA resources in working with the local housing authority and the non-profit sponsor to make and effectuate plans for housing and services. A cooperative arrangement allows the LHA to construct and own the housing, while the non-profit sponsor acts in a management capacity. Most special projects have been community residences (group-type dwellings) and have been established through renovation of existing facilities.

During 1974, seven community residences were being developed: the Northampton, Chelmsford, Somerville projects were occupied by year's end. The Fitchburg, Waltham, and Boston projects have not yet been completed, and the Lowell project is partially occupied.

TABLE III - COMMUNITY RESIDENCES

	Residents	No. Res.	Project No.	Cost	Cost per bed
NORTHAMPTON	MH	12	667-2B	$185,059	$15,421
CHELMSFORD	MR	8	667-2	110,000	13,750
SOMERVILLE	MR	8	667-5	125,000	15,625
FITCHBURG	MH	10	667-4	115,000	11,500
LOWELL	MR	8	667-4	85,000	10,625
WALTHAM	MH	8	667-6	90,000	11,250
BOSTON	MH	30	667-3B	452,000	15,056

The Handicapped Housing Section also assists in improving the design and increasing the effective utilization of units for the handicapped in Chapter 667 Elderly and Handicapped Developments. As of December, 1974, 529 handicapped units had been approved and 372 were occupied. The design of these units has steadily improved since 1971, as has their utilization by persons in wheelchairs. During this period, the proportion of special units occupied by persons in wheelchairs has increased from twenty-five to seventy-five percent as the design has become more sophisticated.

B. Office of Redevelopment Assistance:

Functions of the Office: The Office of Redevelopment Assistance funds and administers two state redevelopment programs as well as one federal program in which the Commonwealth participates. The Office works with local authorities to investigate the impact of proposed redevelopment projects, including their impact on the community and its residents, and reviews all proposals to insure accordance with statutory regulatory and DCA requirements.

The principal objectives of these programs are: increasing the supply of low and moderate income housing; promoting residential rehabilitation wherever economically feasible; utilizing commercial redevelopment to revitalize deteriorating central business districts; and utilizing industrial redevelopment to increase employment and broaden local tax bases. The three major programs administered by the office are described below.

1. State-aided Commercial and Industrial Renewal

This program is totally state funded. The Commonwealth provides one-half of the net project cost and advances up to three-fourths of the planning cost for commercial, industrial and/or residential projects. Low-income housing may be built on commercial and industrial renewal sites through land write-down which provides sites at below market costs.

STATE-AIDE URBAN RENEWAL PROJECTS IN PLANNING

as of September 1974

Community	Project Name	Principle Re-use
Southbridge	Southbridge Industrial Park	Industrial
North Adams	So. Branch Industrial Park	Industrial
Holyoke	Millrace South	Industrial
Fitchburg	"231" Industrial Park	Industrial
Northampton	Pleasant River	CBD*
Fall River	Central Waterfront	CBD
Framingham	Operation "275"	CBD
Palmer	Downtown	CBD
Taunton	Downtown	CBD
Natick	Downtown	CBD
Brookline	Harvard Aspinwall/Central Village Rehab. Area	Residential
Arlington	Reed's Brook	Residential
Beverly	Harbor Project	Residential/Commercial
Melrose	Downtown	Residential/Commercial
Boston	Blur Hill Avenue	Residential

**Central Business District - usually comprised of commercial, office and some residential re-uses.

FEDERALLY-AIDED URBAN RENEWAL PROJECTS

CITY OR TOWN	PROJECT	ANNUAL PAYMENT
Adams	Progress	6,790.12
Boston	Campus High	210,934.16
	Brunswick King	10,523.45
	New York Street	39,809.99
	Washington Park	548,867.03
	North Harvard	13,123.27
	Charlestown	303,943.42
	Waterfront	348,160.16
	West End	143,647.10
	School-Franklin	57,119.57
	Boylston-Essex	15,005.57
	South Station	112,582.50
	Kitteridge Square	19,901.94
	South Cove	165,116.13
	Government Center	446,707.41
	South End	459,362.37
	St. Botolph St.	9,968.80
	East Boston	28,754.62
Brockton	Crescent Court	33,926.45
	Salisbury Grove	52,036.70
Brookline	Farm	22,943.17
	Marsh	89,382.72
Cambridge	Walden Square	18,012.95
	Kendall Square	7,815.00

CITY OR TOWN	PROJECT	ANNUAL PAYMENT
Cambridge	Rogers Block	2,580.03
	Riverview	2,712.15
	Wellington-Harrington	55,012.95
Chelsea	Area #1	8,213.35
	Murray Industrial Park	84,140.25
Chicopee	Falls Area #1	54,560.45
Dedham	Bussey Street	12,713.35
Fall River	Pearl Street	7,729.02
	CBD	67,779.15
	Bedford Heights	14,725.00
Framingham	Saxonville	15,051.67
Gloucester	Waterfront #1	25,711.06
	Waterfront #2	21,336.57
Haverhill	Pentucket	32,079.95
	Merrimack Street	82,300.64
Holyoke	Riverview	35,059.72
	Bower-Mosher I	6,800.40
	Bower-Mosher II	20,077.90
	Bower-Mosher NDP	13,529.75
Hull	Town Center	13,557.35
Lawrence	Common-Valley	31,462.21
	Garden-Union-Allen	39,505.80
	Broadway-Essex	61,513.35
	Plains	71,547.45
Lowell	Hale-Howard	37,943.41

CITY OR TOWN	PROJECT	ANNUAL PAYMENT
Lowell	Northern Canal	79,414.63
	Church Street	4,609.17
Lynn	Market Street	39,823.87
	Lynnway-Summer	123,547.25
Malden	Charles Street	2,506.98
	Suffolk Square	97,781.59
	Civic Center	41,827.50
Marlborough	New Center	44,234.87
Medford	Union-Swan	2,206.80
New Bedford	North Terminal	86,242.52
	South Terminal	112,177.48
	West End	62,990.67
	Model Cities	17,568.76
Newburyport	CBD	23,186.07
Newton	Lower Falls	20,334.62
North Adams	Center Street	9,130.98
	Main Street	38,780.85
Pittsfield	Columbus	40,844.40
	Jubilee	82,550.00
	Jubilee Hill	8,051.04
Plymouth	Summer & High Street	13,933.70
Revere	Ocean Avenue	5,113.14
Somerville	Linwood-Joy	8,138.21
	Inner Belt	28,344.02

CITY OR TOWN	PROJECT	ANNUAL PAYMENT
Salem	Heritage Plaza	90,923.06
Springfield	Hickory Street	377.47
	Court Square	156,446.30
	DeBerry	1,574.56
	Eastern Avenue	724.21
	Rifle Street	756.66
	Quincy Union	699.21
	North End	152,027.07
	Brightwood	135,247.89
	Memorial Square	66,702.77
Taunton	High Street	29,051.80
Worcester	Area D	18,342.50
	Elm Park	81,870.00
	East Central	318,252.37
	New Salem	33,794.38
TOTAL		$6,062,207.40

2. Urban Redevelopment Corporation

The Office of Redevelopment Assistance administers Chapter 121A, which permits the creation of limited dividend corporations with eminent domain powers and allows trusts, individuals, partnerships and charitable corporations to participate in legalized real estate tax concessions without eminent domain powers. The redevelopment staff reviews and monitors the activities of these groups to see that profits do not exceed six percent of invested equity.

3. Title I of the 1949 Housing Act - Federally-funded Urban Renewal

Title I is a federally-assisted program which represents a cooperative effort between the local redevelopment authority and the federal government. The DCA's Office of Redevelopment Assistance provides technical and financial assistance to the local authorities. Technical assistance usually focuses on the form of structural rehabilitation and sale of the project land. Financial assistance amounts to one-half of the local cost. For major urban renewal projects, the federal government pays two-thirds of the cost while the local and state redevelopment office each pay one-sixth. For renewal projects in municipalities of less than 50,000, the federal government pays three quarters, while the local and state redevelopment office each pay one-eighth.

Projects carried out under all three of these programs are subject to a review by the Office of Redevelopment Assistance. The review included an investigation to determine if the project area is "a substandard, decadent, or blighted open area." Review procedures also determine the financial soundness of the project, make sure that the redevelopment will not benefit private enterprise only, and check the project against the community's goals as set forth in its comprehensive plan. At all times the rights of the citizens to be affected are kept in consideration.

Activities During 1974: In 1974, the urban renewal funds alloted to the Office of Redevelopment Assistance amounted to $3,500,000 for federally aided Title I projects and $1,000,000 for solely state-aided projects. A list of projects in planning and implementation is included on the preceding pages.

H. Bureau of Relocation Assistance:

Functions of the Bureau: The Bureau of Relocation assists persons, businesses, non-profit organizations, and farms which have been displaced by public action. In accordance with Chapter 79A of the Massachusetts General Laws, as amended, the

the Bureau approves qualified relocation agencies for projects causing displacement, reviews relocation plans, guarantees relocation services and payments, and provides technical assistance to relocation agencies.

In 1973, the legislature amended Chapter 79A to increase the relocation payment levels for people displaced by state and local action to conform with those made available by the federal Uniform Relocation Act of 1970. This increase went into effect on October 3, 1973.

Activities During 1974: At the outset of 1974, sixteen state, county, local, and Chapter 121A projects requiring relocation services were in the execution stage. During the year, thirty-eight new projects entered the planning stage. Of these, eighteen successfully passed through planning and into execution, to bring the total of projects in execution to thirty-four. These thirty-four projects generated a caseload of 908 households and businesses. During the year, a total of $73,455 in relocation payments were paid to 262 households and eighteen businesses.

Bureau of Relocation staff also provided technical assistance for municipalities and state agencies which were affected by federal relocation projects. Six such projects generated a caseload of twenty-five residences and businesses which reached the execution stage during the year. Another seven projects were in the planning stage by year's end.

Both the state and federal relocation projects required additional technical assistance in the form of monitoring payment computation, and information seminars. The amending of Chapter 79A to increase relocation payment levels brought about an increase in the demand for technical assistance. The Bureau provided a total of 125 technical assistance conferences in 1974. The director of the relocation program represented the state on the Federal Regional Council Relocation Task Force For The Implementation of the Uniform Relocation Act of 1970. The Bureau collaborated with the task force to hold a statewide relocation workshop.

Another major undertaking mandated by the implementation of Section 13 of Chapter 79A was the provision of relocation assistance and payment costs to people who were forced to vacate their residences by the enforcement of Article II of the State Sanitary Code. The Bureau held technical assistance conferences in every major urban area of the Commonwealth to explain the requirements of Section 13 and assist the municipalities in developing procedures for claiming reimbursement for relocation costs.

I. Housing Appeals Committee:

Functions of the Committee: Chapter 774 of the Acts and Resolves of 1969, the "anti snob zoning act" was passed by the legislature in an effort to establish a more equitable distribution of low-and moderate-income housing throughout the State.

The bill provides a streamlined process for a developer to apply to the local zoning board of appeals for a comprehensive permit to build subsidized housing in a community that does not have the minimum amount of such housing as set forth by the Act. If the local board denies the permit or approves it subject to conditions which would make the proposed construction economically infeasible, the developer may appeal to the Housing Appeals Committee, which will determine the appropriateness of the local board's decision.

The Housing Appeals Committee is a state body composed of one member of a board of selectmen, one member of a city council--both appointed by the Governor--, one representative of the DCA, and two others appointed by the Commissioner of the DCA.

The Housing Appeals Committee hears the case and reviews the local decision to decide whether or not and on what conditions the permit should be issued.

Since 1969, the committee has heard 42 cases and has issued decisions on 25. Fifteen of these 25 are being appealed to the courts.

Activities During 1974: Although the Housing Appeals Committee was very active throughout calendar year 1974, there is an indication that more municipalities are granting comprehensive permits without going through the appeals process.

During Calendar Year 1974, ten appeals were filed with the Housing Appeals Committee. Hearings were held for eight of those appeals (the two others were filed in December and heard in 1975) and for two appeals which were filed in 1973. Up to four hearings were held for each appeal, bringing the total number of hearings to twenty-two. The Housing Appeals Committee visited all sites in question and held monthly deliberation sessions to discuss pending decisions. A total of fifteen decisions have been handed down. To date, ten of these decisions have been appealed to the courts.

II. DIVISION OF COMMUNITY SERVICES

The Division of Community Services is responsible for delivering community development-related services to local governments and regional agencies. Some of the major activities of the Division include:

Technical assistance for long and short term planning and management assistance

This assistance is made available to the municipalities by the Office of Municipal Planning and Management and to the regional planning agencies by the Bureau of Regional Planning. During 1974, assistance ranged from police management studies to an innovative approach to comprehensive master planning in Methuen. The Office of Training provides technical assitance to local and regional officials through training course offerings ranging from capital improvement programming to public housing maintenance clinics.

Allocation of Financial Resources

The Division monitors the availability of state and federal funds and assists cities and towns in obtaining them. The Office of Municipal Planning and Management allocates federal 701 Comprehensive Planning and Management resources to Massachusetts communities under 50,000 in population on the basis of need. During 1974, the Bureau of Regional Planning devised a distribution formula for the apportionment of state assistance funds for the state's Regional Planning Agencies. Involvement in the A-95 review process has resulted in the division working closely with municipalities in preparing their applications for such funding sources as the Community Development Block Grant program.

Clearinghousing for Community Development and Services Information

Much information is disseminated to municipalities through publications developed by the division. Handbooks on such programs as National Flood Insurance, Community Development Block Grants, and the Wetlands Protection Act were published by the Office of Municipal Planning and Management in 1974. The promulgation of the new State Building Code in July, 1974 has generated numerous questions and necessitated an increase in the clearinghouse capacity of the Office of Code Development.

During 1974 two major efforts in the area of land use planning and management were initiated under the aegis of the Division. The State Land Use project provided a research foundation for the establishment of a state system for dealing with critical land use issues, particularly as they relate to areas of planning and environmental concern.

Along similar lines, the Land Records Commission got underway as a pilot program investigating the feasibility of a modern and comprehensive data system for land use planning.

The Department of Community Affairs library, which is located in the Division of Community Services, continued to expand during 1974. It presently contains over 4,000 catalogued items and 65 different periodicals relating to community development.

A. Functions of the Office of Code Development

The responsibility of the Office of Code Development is for the elimination of restrictive and obsolete practices within the State's housing and building code system and was strengthened by the passage of Chapter 802 of the General Laws of 1972. The statute established a State Building Code Commission within the Department of Community Affairs. The Commission's task is to create and implement a statewide building regulatory system. The goals of the system were set forth as follows:

1. Establishment of uniform standards for construction and construction materials, compatible with accepted standards of engineering, fire prevention, and public safety.

2. Adoption of modern technical methods, devices and improvements to reduce construction costs without affecting the health, safety and security of each building's occupants and users.

3. Elimination of restrictive, obsolete, conflicting, and unnecessary building regulations and requirements which may increase the cost of contruction.

The Office of Code Development was mandated to provide the Commission with support staff to help meet these goals.

Activities During 1974

The Statewide Building Code was promulgated on July 1, 1974 and becomes binding upon all Massachusetts municipalities on January 1, 1975.

During calendar 1974, members of the Office of Code Development staff attended the bi-weekly meetings of the State Building Code Commission and the various sub-committee meetings and provided necessary staff support.

The Office of Code Development sponsored public hearings on the State Building Code in May, October and December of 1974 to gather municipal input on the document before and after its promulgation.

Training sessions for local building code officials were held in four different locations throughout the state. 385 local officials (representing 85% of Massachusetts' municipalities) attended these sessions which were designed to prepare them to assume the code enforcement duties which were formerly the responsibility of inspectors from the State Department of Public Safety.

During 1974 Massachusetts was chosen by the National Bureau of Standards (NBS) to receive a grant enabling the Commonwealth to set up a pilot program to license testing personnel. The Office of Code Development worked with a staff consultant from NBS and the Massachusetts Concrete Industry Board to set up procedures for the industry itself to act as the pre-qualifying agent and examiner of field contract concrete officials seeking licenses. The office hopes to expand this program to encompass inspectors of all types of building materials.

Rising concern for dwindling energy supplies led to the establishment of the Energy Standards Committee in 1974. The committee worked toward adapting the Standards of the American Heating, Refrigerating, and Air Conditioning Engineers into a set of statewide design criteria for new buildings. The committee expects to reach final decisions in early 1975.

During 1974 the Office of Code Development also assisted Franklin County in the establishment of a Regional Building Department which enables several small municipalities to benefit from building inspection and information assistance formerly not available to them. This regional Department has become a prototype which other regions are considering.

B. Functions of the Office of Municipal Planning and Management

The Office of Municipal Planning and Management provides a comprehensive range of technical, planning, and management services to the Commonwealth's 351 communities in an effort to increase the capacities and strengthen the skills of their local governments. The objectives of office's programs and services include: improvement in the local chief executives' ability in the area of planning and management; establishment of local planning and management as continuous processes; and improvement of local understanding of policy formulation and the availability of resources and funding for community assistance.

Two major programs are the core of the office's activities: a) projects under the auspices of the Technical Assistance Program provide short-term assistance to communities to plan, implement and evaluate single projects and programs with reference to the overall goals, needs and priorities of the community; and b) Comprehensive Planning and Management Assistance Program provides concentrated, long-term planning and management efforts with staff and program funds made available by federal "701" funds.

Activities During 1974

The components of the 1974 technical assistance effort span a broad range. A breakdown of these activities and the number of municipalities assisted appears below:

TABLE VI - TECHNICAL ASSISTANCE (1974)

	Number of Communities
A-95 reviews	111
Zoning assistance	100
Liaison/orientation meetings with OMPM field reps	92
Subdivision Control/Regulations assistance	65
General Revenue Sharing Technical Assistance	25
Miscellaneous Municipal Law Consultation	25
Home Rule Advisory Technical Assistance	20
Surplus federal property Technical Assistance	5
Police Management Study	3
DPW Technical Assistance of Management Organizational Structure	3
Capital Budgeting Technical Assistance	3
Fire Management Study	1

While the Office of Management and Planning has made most of these services available to Massachusetts municipalities for a number of years, a few are recent additions to the Technical Assistance Program:

- OMPM was one of many agencies which worked on a cooperative effort to investigate alternative uses for the 100 acre site of a former mental hospital located in the Grafton-Westborough-Shrewsbury area. This project was seen as a prototype for dealing with the problem of surplus government property.

- Investigation on the impact of the National Flood Insurance Program resulted in OMPM staff preparing a booklet explaining municipal eligibility requirements and model codes, thus introducing this new program throughout the Commonwealth.

- In a cooperative effort with the Office of Program Development, OMPM similarly introduced the Community Development Block Grant Program to the municipalities by writing a booklet explaining eligibility requirements and application procedures for this program which replaces several former funding alternatives and represents a major resource for municipalities.

- The formerly separate Zoning and Subdivision Memoranda were replaced by a more complete Public Law Memorandum which will keep municipalities informed about a broader range of legal innovations which will affect their planning and management efforts.

Through the Comprehensive Planning and Management Program, OMPM utilizes "701" money to provide intensive staff efforts in communities with populations of less than 50,000.

Formerly, "701" money was typically earmarked for "Master Plan" development in communities which did not have their own planning staff. The scope of "701" projects has now expanded. During 1974, OMPM staff worked in fourteen communities on a contractual basis. Projects included development of long-range development policies and priorities, land-use recommendations, management analysis, capital budgeting, and transportation and housing planning.

The OMPM also provides an information service to the Commonwealth's communities by publishing several booklets and manuals which deal with programs and procedures of interest to local officials. Notices and bulletins produced by OMPM keep municipalities up-to-date on legislative action and other federal and state developments. Publications produced during 1974 included:

1973 Tax- Rates: A Comparative Analysis
Revenue Sharing - An Impact Analysis
Community Development Block Grants
Local Cost, Local Tax Dollars, Education - A Municipal Comparison
National Flood Insurance Program
Block Grant Alert
Zoning Memorandum
Subdivision Memorandum
Questions and Answers on Sewers, Drains and Sidewalks
Questions and Answers on Betterments
Questions and Answers on the Wetlands Protection Act
DCA on Rent Control

C. Functions of the Bureau of Regional Planning

The Bureau of Regional Planning serves as the Commonwealth's coordinator for regional planning through its technical assistance, information resources, and legislative activities. Through staff liaison, the bureau provides the management and monitoring services required by HUD for the administration of "701" programs for the Commonwealth's thirteen regional planning agencies (RPAs). The bureau also participates in the legislative process on matters pertinent to the regional planning process and provides research and information services for regional planning efforts.

Acitvities During 1974

During 1974, the bureau administered and monitored the "701" projects of the four non-metropolitan regional planning agencies as well as those three metropolitan regional planning agencies which elected to be administered by DCA (Lower Pioneer Valley Regional Planning Commission, Northern Middlesex Area Commission, and Southeastern Regional Planning and Economic Development District). In this capacity, the bureau played a key role in the RPAs' program development and fiscal and program management.

The bureau's staff served as the liaison between each of the RPAs and the state and federal levels. Besides attending the meetings and hearings of the individual RPAs to provide state-level input, the bureau's staff also organized conferences and seminars to provide information and induce interregional cooperation. Seminars held during 1974 covered such topics as water quality, solid waste, and flood insurance.

Technical assistance in the form of planning and drafting services was made available for the preparation and revision of comprehensive and functional plans. The bureau also had begun providing assistance to the newly created Martha's Vineyard Commission.

Seventy A-95 and EIS project reviews were completed by the bureau in 1974.

During 1974 the Bureau also provided staff support to several of the task forces which were formed by the Governor's Resource Management Policy Council. A major effort of the Water Quality Task Force went toward coordinating the state's effort to secure Section 208 wastewater management funds from the EPA. The Coastal Zone Management, Air Quality, and Substate Region Task Forces also received staff support from the Bureau of Regional Planning.

The Bureau was involved in a continuous updating of its data bank containing census data, statistical analyses, and maps for the use of regional planning agencies, state and local agencies and private concerns.

Research and revision efforts culminated in the publication of the following materials:

- Building Moratoriums in Massachusetts - Their Uses, and Legal Implications
- Environmental Impact Statement Handbook
- Massachusetts State Population Data Book 1950-1990
- Proposed and Present Revenue Sharing Programs Relative to Authorized Planning Activities in Massachusetts by Region
- Regional Profile Report
- A Report on Other State Procedures Relative to Disposition of Surplus Properties
- A Review and Analysis of Selected Key Land Use Regulatory Mechanisms

The Bureau was also charged with researching, reviewing, and cataloging bills which relate to regional and state planning, and with preparing and distributing statements which reflect DCA's position on such legislation.

During 1974 the Bureau prepared and delivered testimony at hearings on twelve bills dealing with regional and land use planning. Chapter 40A (Zoning Enabling Act), Chapter 40B (Regional Planning Enabling Act), and Chapter 41 (Subdivision Control Enabling Act) were updated. The Bureau also provided input for the redrafting of the Martha's Vineyard land use legislation and negotiated with the Department of Natural Resources to modify the proposed scenic mountain bill for Berkshire County.

D. Functions of the Office of Training

The Office of Training offers training programs for municipal officials, sub-professional personnel, and private citizens in order to improve the skills of individuals and organizations engaged in the planning, management, and delivery of services at the regional and local levels.

The subject matter of the training courses is determined by the needs and interests of the local and regional officials. Feedback from questionnaires and interviews conducted at the conclusion of training sessions provide further insight into training and information needs. Training sessions range from lectures and one-day workshops to short and long-term courses.

Activities During 1974

During 1974, thirty different training programs were offered. Many were repeated at different locations throughout the state to maximize the avilability of these services. 2650 local officials representing 190 communities, thirty-seven DCA employees, and a number of private citizens took advantage of the following offerings:

Financing and Budgeting for Housing Authorities
Local Housing Authority Rules and Regulations
Housing for the Handicapped Workshop
Public Tenants' Rights
Grievance Procedures
Public Housing Maintenance Clinics
Building Code Rules and Regulations
Code Enforcement
Building Department Administration
Environmental Impact Rules and Regulations
Capital Improvement Programming
Public Budgeting and Firm Management
Managerial and Supervisory Skills
Planning and Management
Public Sector Labor Relations
Automatic Data Processing (Orientation and Advanced)
Effective Report Writing
Home Rule and Charter Reform Seminar
Local Responsibility in Enforcing Chapter 10.81 (Lead Poisoning Bill)
Solid Waste Education Series
Progress in Solid Waste Management
Land Use

Some programs are co-sponsored by DCA and other agencies and universities, increasing the availability of training opportunities on all levels. In this role of training coordinator, the Office of Training often acts as a catalyst for the interaction between federal, state, regional and local officials.

Funding for the Office of Training's activities formerly originated on the federal level, under Title VIII of the Housing Act of 1964. As of July 1, 1974, the office's funding has been assumed by the state.

E. Land Records Commission

Early in 1974, the Secretary of Communities and Development responded to government and private professional interest in a data system for land use planning by sponsoring legislation to appropriate $75,000 during fiscal year 1974-75 for that purpose.

During the last six months of 1974, the seventeen member Land Records Commission was established. Work began on the system's preliminaries: outlining goals, resolving policy issues, drafting budgetary and legislative proposals for future support designing the system.

Plans call for the system to be based on the land parcel ownership records which are maintained at each county registry of deeds. Land title documents will be indexed and available for purposes such as record keeping for local property assessment, information for public and private land management, and area-wide and state-wide policy analysis and planning. Access to the files will be publicly available wherever the cost of a terminal can be supported. Information pertaining to ownership, zoning, special environmental conditions, characteristics of structures, and assessed value will be available in that manner.

Four Task Forces have been formed by the Commission to investigate the technical issues of mapping standards, data standards, legal requirements, and output requirements. These task forces are staffed by both Commission members and other professionals who are interested in the project.

F. State Land Use Project

Recognition of the need for an effective land use planning and regulatory system at the state government level led to the development of the State Land Use Project. The project's objective was to lay groundwork for the establishment of such a system for dealing with critical land use issues, particularly as they relate to areas of planning and environmental concern. Federally funded by HUD under Section 701 of the Housing Act of 1954, the project began in April 1974.

As the project lead agency, DCA provided a sizeable amount of professional input, besides being responsible for monitoring and reviewing work done by the consultants and in the two pilot regions (Central Massachusetts Regional Planning District and Martha's Vineyard Land and Water Commission). There were five other major actors:

- The Inter-Secretariat Resource Management Policy Council (RMPC), created by Executive Order in 1974, served in a management capacity - approving the project's grant application, issuing policy directives concerning management and coordination, resolving conflicts between the project and other land use-related programs, and giving final approval to the project recommendations.

- The Land Use Task Force (which was created by the RMPC) provided a forum for discussion and interaction between the State Land Use Project and the various state and regional agencies participating in land use activities. It also made recommendations to the RMPC after reviewing proposals and projects.

- The Central Massachusetts Regional Planning Commission (CMRPC) served as the pilot area for analysis of land use-related issues. Its staff provided technical assistance in designing the land management system and in carrying out the pilot study of reuse and disposition of state property at the Grafton State Hospital site. CMRPC was awarded $10,000 to perform these tasks.

- The Martha's Vineyard Land and Water Commission received $17,000 to implement the provisions of Chapter 637 of the Acts of 1974. The Commission's efforts toward developing procedures for regulation of critical areas and developments of regional significance were reviewed and monitored by the DCA land use project staff. The preliminary report produced under this effort is already serving as the basis for the planning activities of the Commission.

- The New England Consortium on Environmental Affairs was awarded $7,500 to conduct nine case studies on land use issues and controversies in Massachusetts. The Consortium retained faculty and graduate students from MIT and Boston College Law School to perform this work.

The grant application put forth a set of principal objectives for the State Land Use Project to realize. The objectives included an investigation and analysis of existing land use planning and regulatory techniques, and making better use of existing government resources by establishing an intergovernmental system for cooperative efforts in planning, regulation, and management of land use throughout the state.

As the project progressed, further objectives were set forth. These included determining the feasibility of a uniform land use classification and data base for use in state land use planning efforts, setting the guidelines for the Martha's Vineyard Land and Water Commission as required by Chapter 637 of the Acts of 1974, and determining and recommending an approach for management, reuse, and disposition of state property.

The staff of the State Land Use Project used two approaches to work toward the realization of the project's goals. Project staff participated in the preparation of three major legislative efforts - the Martha's Vineyard Legislation (Chapter 637), the Executive Order to establish the Inter-Secretariat Resource Management Policy Council, and the RMPC bill to promote balanced use of land and other physical resources in the state. The staff also produced the following written materials:

PRINCIPAL REPORTS

1. An approach for Effective Interagency Coordination and Decision-Making in Land Use Related Programs (Land Use Policy - Volume I)

2. A Proposal to Restructure Land Management in Massachusetts (Land Use Policy - Volume II)
3. Martha's Vineyard Commission: A New Beginning
4. A Proposed System for Management, Reuse and Disposition of State REal Property

RESEARCH DOCUMENTS

1. Analysis of Selected Land Use Issues with Central Massachusetts
2. Issues and Controversies in Land Use (Nine Case Studies)
3. Analyses of the Impact of Key Land Use Techniques on Massachusetts Laws
4. Reference Guide on Land Use Techniques and Policies in Other States
5. Building Moratoriums: Their Effects, Uses and Legal Implications in Massachusetts
6. Reference Guide on Key Land Use Related Laws in Massachusetts
7. A Comparison of Population Projects for Massachusetts
8. A Study on Transfer Development Rights

I. DIVISION OF SOCIAL AND ECONOMIC OPPORTUNITY

Activities of the Division during 1974 included expansion of the professional staff, the hiring of new program managers and gearing up of existing programs. The Deputy Commissioner improved administrative procedures and initiated a two-day Divisional Training Conference, weekly program manager meetings, and monthly Divisional Seminars.

Other revisions in the division's programs were the result of changes in funding sources. The Office of Child Care Services, which had set up a pilot day care program establishing twenty-four center in public housing development to provide services for 445 children, was transferred on July 1, 1974, because the Title IV-A funding allocation was shifted totally to the Department of Public Welfare. The passage of Chapter 1179 (state assistance to Community Action Agencies) strengthened the Division's responsibilities to fund and assist federally designated anti-poverty agencies.

Involvement with additional community resource funding programs besides Model Cities led to the broadening of services provided by the Office of Model Cities and led to its evolution into the new Office of Community Resources Planning.

The scope of the division's advocacy responsibilities broadened to include Native Americans, participants in the criminal justice system, and citizens who have been excluded from the Civil Service system. Advocacy for the rights of tenants of public housing continued, and the division funded the Massachusetts Union of Public Housing Tenants through its first year of existence. The division also funded an eight-month demonstration mini-employment service center in five public housing developments with emphasis on assisting low-income women find training and employment opportunities. An additional OEO grant through the Division financed Low Income Planning Aid to assist community-based low income organizations in impacting local decision-making on general revenue sharing and community development block grants.

A number of new program development efforts highlighted divisional activities to mobilize resources for the poor. Most significant was the creation of DCA's Tenant Services Planning program. The Short Term Housing Program was developed to utilize rental assistance lag funds to meet needs for emergency shelter required by burn-outs or de-leading of existing units. The Division used transition manpower programs such as CETA to create innovative programs such as the para-legal project to provide staff assistance to reduce major backlogs in the administration of Farmers Home Administration programs.

A. Functions of the Office of Volunteer Services

The program, which was originally established as the Commonwealth Service Corps in 1964, was assigned to the Division of Social and Economic Opportunity in 1968, and is now administered by the Office of Volunteer Services. These volunteers are predominantly low-income people, ranging in age from 16 to 60 and having educational backgrounds ranging from fourth grade to college graduate. The volunteers work a thirty hour week and receive a $18.26 stipend for expense reimbursement each week. The Commonwealth Service Corps program is the least expensive program in the state with the highest return in services and cash. Many volunteers generate federal matching money for programs involved in human services. For certain programs, such as Community Action and Head Start, each volunteer is counted as a $3,000 in kind contribution for which the state actually only pays $960. In fact, the Corps generated approximately one million dollars in federal grants in 1974 while costing the state only $305,000. The cost to replace these volunteers if they were paid only the minimum wage per hour would be two and a half million dollars.

Activities During 1974

The program placed 592 volunteers during 1974 in 103 agencies primarily concerned with helping to meet critical human services needs.

Volunteer positions were distributed in the following areas in 1974:

TABLE VII: DISTRIBUTION OF CORPSMEN IN PROGRAM AREAS

Headstart, Child Development	20%
Housing, Urban Planning	15%
Youth Services, Education, Counseling	13%
Health and Mental Health	11%
Information and Referral, Neighborhood Centers	11%
Community Organization, Outreach, Welfare	9%
Aging Programs	7%
Rehabilitation, Employment, Drugs, Alcohol	6%
Consumer, Food Stamps	6%
Legal Services	2%

Many volunteers have used the "career ladder" to move up through the ranks of the organization for which they work. Some have benefited from their training received as volunteers to go on to be hired as full-time employees of their agencies. Some have been hired as para-professionals in the fields of law and education. Others have found the incentive to return to school.

Programs in which volunteers were involved and which were begun in calendar year 1974 included those to alleviate the Food Stamp backlog, monitor citizen participation in Community Development Block Grants, increase community participation at government hearings, and establish public housing Tenant Councils. The citizen participation requirement of the Housing and Community Development Act of 1974 reinforced the importance of these goals for OVS and the Division of Social and Economic Opportunity.

Another significant event in 1974 was the restructuring of program administration to strengthen the program's impact on the resolution of the problems addressed by the Office of Volunteer Services and the Division of Social and Economic Opportunity as a whole. Using the criteria of poverty incidence, allocation of volunteer positions, and staffing patterns of the program, the regional boundaries were evaluated and in some cases amended. The five regional offices remain in Springfield, Lawrence, Fall River, Boston and Worcester. In July 78 volunteers over the age of 60 were transferred to the newly created Senior Service Corps, under the auspices of the Executive Office of Elder Affairs.

B. Office of Community Resources Planning

Activities During 1974

Funding and program changes during calendar year 1974 led to revisions of the organization of human services efforts. One revision changed the name and emphasis of the Office of Model Cities to the Office of Community Resources Planning. Whereas the Office of Model Cities had provided technical assistance to that federal program in nine urban areas, OCRP's advocacy, manpower, and technical assistance programs serve municipalities throughout the Commonwealth.

Major new thrusts in 1974 have been in the areas of public housing tenant services and employment opportunities for low-and-moderate-income people. Ongoing administrative input for tenant services provided by OCRP includes coordinating the Bureau of Housing Management's Social Services allocation funding within housing authority budgets, and negotiating social service delivery contracts between DCA, local housing authorities, and local tenant organizations. The office also performs liaison duties for local tenant organizations and the Massachusetts Union of Public Housing Tenants.

During 1974 OCRP worked with the Massachusetts Union of Public Housing Tenants and the Massachusetts Association of Housing and Redevelopment Officials to develop and initiate a Model Tenant Services Planning System. Housing authorities in Arlington, Chicopee, Haverhill, Lowell, Northampton, Quincy, Somerville, Springfield and Weymouth are participating in this experiment which provides financial support and technical assistance to social services planning efforts within local housing authorities and local tenant organizations.

Another advocacy program with which OCRP became involved in 1974 was the Emergency Food Stamp Advisory Committee. Information and training was supplied to existing food stamp issuing agencies and community groups wishing to become involved in the dispersal of food stamps through improved outreach and registration procedures.

OCRP developed new strategies and programs for the employment of tenants of public housing, other low and moderate income persons, women, and minorities. Towards this goal, the office provided technical assistance and administrative support to communities and local agencies for their participation in and delivery of state and federal manpower programs. The office coordinated the administration of seventy-four CETA and EEA positions in programs such as minority entrepeneur assistance, para-legal work in housing issues, and Farmers Home Administration field offices. Five local housing authorities participated

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for eight months in an OEO sponsored experimental Mini-Employment Service Center program which was aimed at realizing the potential of the low-income female work force.

Further technical assistance was made available to communities and community organizations applying for federal funding. The office encouraged local applications and provided explanatory materials to clarify procedures for obtaining various types of federal funds. During 1974 OCRP participated in 250 A-95 reviews of applications for projects relating to community resources.

During 1974 OCRP put forth a major effort developing strategies for reform of the Civil Service System by participating on the Civil Service Modernization Committee and supporting provisions for more flexible hours, which would open up part-time Civil Service positions, especially useful for female-supported households. The office also supported efforts to open access to state jobs and provide representation on the state's Commission on the Status of Women, Advisory Committee to the U.S. Commission on Civil Rights, and Affirmative Action Panel. Another sucessful legislative effort was the creation of the state Commission on Indian Affairs in response to concerns from Native American constituents.

C. Functions of the Office of State Economic Opportunity

The Massachusetts State Economic Opportunity Office (SEOO) is a federally funded agency established within state government to facilitate, encourage, and coordinate state, local and federal efforts to service the needs of the Commonwealth's low-income population.

Activities During 1974

The appointment of a new director and additional staff in late 1973 and early 1974 brought about a renewal of the office's programs and reinforcement of its working relationships with the Massachusetts State Government, Community Action Agencies and other low-income groups, and the Community Services Administration.

The present staffing pattern of the SEOO provides for a team of community action technicians whose areas of expertise include community organization and program development in social services, health and nutrition, housing, energy, legislative analysis, legal services, research, information, and manpower.

State, federal and private resources which could assist programs being carried out on behalf of the poor are monitored and mobilized by the office. SEOO has been particularly instrumental in the establishment of two major housing programs in the Commonwealth: the 707 short-term housing program, which provides rental assistance for low-income families during short-term emergencies and the Rural Housing Program, which provides program support for the Farmer's Home Administration in the provision of housing for rural poor. During 1974, the SEOO and OCRP cooperated in securing 30 CETA staff positions to assist Farmer's Home Administration and eight Community Action Agencies in developing and implementing housing programs.

Technical assistance in the form of training and advisory services is made available to commnity groups and government agencies which are concerned with anti-poverty efforts. Assistance in improving the organizational capabilities within the CAA structure has been offered by providing training in such areas as administration, personnel procedures, Board composition, and program planning. The SEOO staff has also developed workshops and training sessions to explain current poverty-related legislation, housing programs and social services programs.